



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

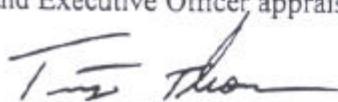
NASPNCLAINST 3120.1B
Code 11200
07 FEB 1996

NASPNCLA INSTRUCTION 3120.1B

Subj: PERSONNEL RECALL BILL

Ref: (a) OPNAVINST 3120.32C

1. Purpose. To establish procedures for the rapid recall of all officer and enlisted personnel.
2. Cancellation. NASPNCLAINST 3120.1A
3. Background. Reference (a) requires each command to maintain an up-to-date listing of local addresses and phone numbers for recall purposes.
4. Procedures and Responsibilities
 - a. Personnel Support Officer (PSO) shall:
 - (1) Maintain a master data base and listing of local addresses and phone numbers of all officer and enlisted personnel assigned to NAS Pensacola. This information shall be safeguarded per the Privacy Act of 1974.
 - (2) Distribute an updated recall bill once a month to the OOD.
 - (3) Distribute appropriate sections of the recall bill to Department Heads and Special Assistants the first of each month for updating.
 - b. Department Heads and Special Assistants shall:
 - (1) Maintain a complete and up-to-date listing of local addresses and phone numbers of all officer and enlisted personnel assigned to their respective department or office.
 - (2) Update and submit corrections of recall bill to PSO prior to the 15th of each month.
 - (3) Establish procedures for recall, ensuring prompt and orderly execution.
 - (4) Initiate personnel recall when directed by the Command Duty Officer.
 - c. Command Duty Officer shall:
 - (1) When directed by appropriate authority, notify the cognizant Department Head and Special Assistant that a recall has been ordered.
 - (2) Keep the Commanding Officer and Executive Officer appraised of progress of recall.


TIMOTHY THOMSON

Distribution:

B
(NASPNCLAINST 5216.1Q)